

SAM - BUDGETING

NEW POSITIONS

6512

(Revised 11/2018)

A new position is one which has been newly authorized for establishment in the approved budget. Normally these are presented in the Enacted Budget ("Changes In Authorized Positions" section) as Workload and Administrative Adjustments and/or Proposed New Positions.

Proposed new positions (other than in the California State University system) that are likely to be approved by the Legislature may be administratively established in advance, as soon as the legislative intent and the Governor's vetoes are known, for recruitment purposes. Departments should prepare the forms STD. 607 and 625 (if necessary) and submit to the State Controller's Office by the June pay period document cut-off date, as administratively established positions are eliminated after June 30 unless approved by the Legislature. For new administratively established positions above the Control Section 31.00 threshold, the STD. 607 will require Department of Finance approval. The certification in SAM Section 6527 may be used and will be accepted by the SCO for new positions established under the threshold. Documents reaching the SCO after the June pay period document cut-off date will not be included in the Schedule 8 Tabulation and the initial galley (Schedule 7A) of the Salaries and Wages Supplement.

New positions with a maximum salary under the Control Section 31.00 threshold approved by the Legislature in the latest Budget Act, can be established on or after July 1st by submitting a STD. 607 to the State Controller's Office using the certification language in SAM Section 6527. These authorized new positions do not require Department of Finance approval.